



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

January 23, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-36

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Release of 2003 Forms W-2

This is to advise agencies that 2003 Forms W-2 were mailed January 23, 2004 to employees using the addresses that were current at the time the W-2 file was created (January 13, 2004).

Note: If an employee's address was changed in ISIS HR to have a check sent to the agency for a special circumstance (ex. deceased employee, termed employee), and the address was not corrected prior to January 13, 2004, the Form W-2 will be mailed to the agency. Agencies are responsible for distributing these W-2's to the employees and for making the address correction in ISIS HR.

**Address Changes**

Forwarding service was requested when the forms were mailed. If an employee's address has changed and the employee has an active forwarding service, the Form W-2 will be sent to the forwarding address. If an agency has been notified of other address changes, these must be updated in the ISIS HR system. **Please do not have employees call OSUP for address changes.** When Forms W-2 are returned to this office due to an incorrect address, OSUP personnel will first check ISIS HR for the correct address. If the address in the system is the same as on the Form W-2, agency personnel will be contacted to obtain the correct address. These forms will be processed and sent to the correct address as they are received and corrected.

**Duplicate W-2's**

OSUP will not accept requests for duplicate 2003 Forms W-2 until February 23, 2004. This will allow time for forms with incorrect addresses to be forwarded by the United States Postal Service to the forwarding address and allow time for any forms returned to OSUP to be forwarded to the correct address. Also, agencies should not accept requests for duplicate 2003 Forms W-2 until February 23, 2004. Once printed, the reissued forms will be mailed directly to the employee. Please use the attached revised OSUP Request for Duplicate form (OSUP/F037) when requesting duplicates. Note: Request for Duplicate forms must be completed by both the Employee and the Employee Administrator before submission to OSUP. This request can be faxed to the OSUP Wage and Tax Administration (WTA) Unit at (225) 342-1650. Initially, duplicate forms will be printed on a weekly basis; as the requests increase, the WTA unit will analyze and adjust the reprint schedule as necessary. Agencies should keep a copy of the Request for Duplicate form in the employee's personnel file. Agencies will not be notified when duplicates are mailed.

**Incorrect W-2's (W-2c's)**

If an agency is notified by an employee that his/her Form W-2 is incorrect, the Employee Administration (EA) must first utilize ISIS HR to research the problem. Some reports to be utilized are Remuneration Statement (ZP106), Employee Wage Type Results Report (ZP64), Employee YTD Wage Type Results Report (ZF73), and Time Entry Detail Report (ZT02). After researching, if it is determined that the W-2 is indeed incorrect, Employee Administration must then contact OSUP. If an agency is already aware of any situations and/or problems related to 2003 Forms W-2, contact OSUP for assistance. **Do not instruct employees to call this office.**

The following calculations will be helpful to agencies to answer employee questions:

**Federal/State Taxable Wages (Box 1 / Box 16):**

	Gross Wages (obtain using above reports in ISIS HR)
plus	Non Cash Fringe Benefits (obtain using Payroll Reconciliation Report - ZP145 with variant "OSUP/PPM73")
minus	Cafeteria (Box 14)
minus	Deferred Retirement (Box 14)
minus	457 Deferred Compensation Contributions (Box 12g)
minus	403(b) Tax Shelter Annuity Contributions (Box 12e)
minus	501c Tax Shelter annuity Contributions (Box 12h)

**Social Security Wages/Medicare Wages (Box 3 / Box 5):**

	Gross Wages (obtain using above reports in ISIS HR)
plus	Non Cash Fringe Benefits (obtain using Payroll Reconciliation Report - ZP145 with variant "OSUP/PPM73")
minus	Cafeteria (Box 14)

Questions on ISIS HR reports should be directed to the ISIS HR Help Desk at (225) 342-2677. Any questions pertaining to 2003 Form W-2 processing should be directed to a member of the OSUP Wage and Tax Administration Unit at (225):

Wendy Eggert	219-0191	Chelette Jarrett	342-0714
Rachel Bryant	342-1651	Tiko Ary	342-1652

JWC:CMJ:kmb

Attachment: [Revised OSUP/F037, Request for Duplicate](#)

**OFFICE OF STATE UNIFORM PAYROLL**  
**REQUEST FOR DUPLICATE**

**To be Completed by Employee**

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Indicate Form Being Requested and Year**

\_\_\_\_ W-2      \_\_\_\_ W-2c      \_\_\_\_ 1099  
Year                      Year                      Year

Reason for request:

\_\_\_\_ Lost      \_\_\_\_ Never Received

\_\_\_\_ Other (explain) \_\_\_\_\_

Name \_\_\_\_\_ Social Security No \_\_\_\_\_  
(Last) (First) (MI)

Current Mailing Address \_\_\_\_\_

Requested by \_\_\_\_\_ Personnel No. \_\_\_\_\_  
(Signature of Employee)

**To be Completed by Agency Employee Administration**

Personnel Area \_\_\_\_\_

Agency Contact \_\_\_\_\_ Telephone \_\_\_\_\_  
(Name)

Has mailing address been updated in ISIS HR (if applicable)? \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Remarks/special instructions \_\_\_\_\_

**To be Completed by OSUP**

Disposition of duplicate

Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by \_\_\_\_\_

Printed \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by \_\_\_\_\_

Mailed \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by \_\_\_\_\_